

**MONTGOMERY COUNTY SUBDIVISION ORDINANCE
MAJOR SUBDIVISION CHECKLIST**

Subdivision Name: _____
 Plat Date: _____
 Job No.: _____

Subdivider Name: _____
 Company: _____
 Contact Information: _____

Surveyor/
Engineer Name: _____
 License No.: _____
 Company: _____
 Contact Information: _____

General:

- ___ Prepared by Virginia certified professional engineer or land surveyor
- ___ Remainder parcel also surveyed (if less than 35 acres) –Section 8-111 and 8-171(c)
- ___ Location of existing and proposed monuments shown
- ___ Location of existing dwellings and their drain fields and reserve areas shown
- ___ Location of any grave, object or structure marking a place of burial shown
- ___ Location of existing culverts, drains and watercourses, and sinkholes shown

Plat Features:

- ___ Note and title bar identify as “Major Subdivision”
- ___ Note identifying name and address of legal owner
- ___ Name and address of chief officer (if legal owner is a corporation)
- ___ Note identifying tax parcel map number and parcel ID number
- ___ Note identifying zoning district and setback (front, rear, side) minimums
- ___ Reference Special Use Permit, Proffered Conditions or Variance (if applicable)
- ___ Reference Agricultural and Forestal District Information (if applicable)-Section 8-173(19) and 8-174(11)
- ___ Reference Conservation Easement Information (if applicable) –Section 8-173(20) and 8-174(13)
- ___ Reference Dam Inundation Zone (notation shall be placed on plats, if applicable)-Section 8-173(21) and 8-174(13)
- ___ Location of all known drainage easements, utility easements, sewer lines, water lines, gas lines, power lines, manholes, or fire hydrants-Section 8-173(22) and 8-174(13)
- ___ Note giving total area subdivided and area dedicated for right-of-ways
- ___ North arrow with source of meridian shown
- ___ Date of drawing and graphic scale shown
- ___ Vicinity map shown
- ___ Names of adjoining property owners and parcel deed/plat references shown
- ___ Digital version provided meeting departmental guidelines

Lot design and arrangement:

- ___ Dimensions of each lot shown

- ☐ Location of building setback lines shown
- ☐ Table listing acreage and frontage of each lot shown
- ☐ Meet minimum lot size for zoning district
- ☐ Meet minimum lot frontage on a public street for zoning district
- ☐ Exception for one lot on 40' right-of-way (if A-1 parent parcel)
- ☐ Provide private access easement note
- ☐ Meet maximum length/width ratio for zoning district (if lot less than 20 acres)
- ☐ Lot assignment table shown (if A-1 or C-1 districts) and completed correctly
- ☐ Access to existing streets minimized
- ☐ Meet minimum setbacks for any existing structures

Floodplains:

- ☐ Note identifying flood zone and applicable Flood Insurance Rate Map
- ☐ Location of HUD/FEMA designated 100-year flood plain and base flood elevations shown
- ☐ Location of approximated 100-year flood plains shown
- ☐ Base flood elevations calculated (if 5+ lots or 50+ acres)
- ☐ Area of 100-year flood plain calculated (if RM-1, PUD-COM or PUD-RES districts)

Water:

- ☐ Public water (required if within 200' of an existing water line)
 - ☐ Note that all lots served by public water
 - ☐ Location of easements from lots to existing water lines (15' minimum width) shown
 - ☐ Fire hydrants meeting section 8-154 criteria shown
 - ☐ Town/PSA Subdivision Approval Letter (documentation)
- OR
- ☐ Proposed well locations shown

Sewer:

- ☐ Each drain field and reserve area located within the lot they serve
 - ☐ Public sewer (required if within 200' of an existing sewer line)
 - ☐ Note that all lots served by public sewer
 - ☐ Location of easements from lots to existing sewer lines (15' minimum width) shown
 - ☐ Town/PSA Subdivision Approval Letter (documentation)
- OR
- ☐ VDH approval for each individual lot (unless exempted by 8-153b)
 - ☐ VDH septic system permit numbers for each lot shown
 - ☐ Location of VDH approved drain fields and reserve areas for each lot shown
 - ☐ Location of any drain field/reserve area easements on adjoining properties shown
- OR
- ☐ Private soil evaluations for each individual lot (unless exempted by 8-153b)
 - ☐ VDH Subdivision Approval Statement for use with private soil evaluations
 - ☐ VDH Subdivision Approval Letter (documentation) for private soil evaluations
 - ☐ Location of approved drain fields and reserve areas for each lot shown
 - ☐ Location of any drain field/reserve area easements on adjoining properties shown

Streets:

- ☐ Existing street names, route numbers and right-of-way widths shown
- ☐ New street right-of-way widths, proposed maximum grades and names shown

- ___ Lots abut streets meeting VDOT right-of-way standards (Additional right-of-way dedicated if lots abut streets with less than 50' rights-of-way)
- ___ Provision for continuation of streets into adjoining properties
- ___ VDOT Subdivision Approval Letter for road construction & drainage plans (documentation)

Stormwater:

- ___ County Engineer Approval Letter for erosion & sediment control plans (documentation)
- ___ Stormwater detention facilities meet state standards (County Engineer)
- ___ Easements for detention facilities shown
- ___ Note stating Homeowner's Association responsible for future maintenance & liability
- ___ County Attorney Approval Letter of Homeowner's Association Bylaws for future maintenance & liability (documentation)

Public Utility and Drainage Easements:

- ___ Location of public utility easements (15' minimum width) shown
- ___ Location of drainage easements (15' minimum width) extending to a natural water course shown
- ___ Note that all utilities shall be installed underground (if 4+ lots)

Plat Statements:

- ___ Owner's Statement including dedication to Montgomery County to be signed by property owners
- ___ Notary's Statement for owner's signature
- ___ Conforming statement to be signed by surveyor/engineer
- ___ Source of Title to be signed by surveyor/engineer
- ___ Seal of surveyor to be signed by surveyor/engineer
- ___ Approving Statement to be signed by Board of Supervisors, Planning Commission, County Engineer and Subdivision Agent
- ___ Approving Statement to be signed by VDOT Resident Engineer
- ___ Approving Statement to be signed by VDH, if applicable

Plat Review Fee Paid:

___ \$ _____ Date _____

For additional information contact:

Montgomery Co. Planning & GIS Services
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Christiansburg, VA 24073
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Email: macleanjr@montgomerycountyva.gov
www.montva.com

This sheet is intended to only be a guide for subdivision regulations. Please see the Montgomery County Code for the specific regulations. The full texts of the zoning and subdivision ordinances are available at the Planning Department Webpage or at www.municode.com.

12-Apr-12